

Position Requirements Document Cover Sheet		Position Number: 13799				
Classification: Project Director, NH-0301-II Local Title: Employing Office Location: Orlando, FL Duty Station: Orlando, FL Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT) 1 st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI) 2 nd Div: Various Offices 3 rd Div: 4 th Div:						
Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. Immediate Supervisor: John D. Foster Title: Assistant Project Manager Signature: _____ //S// Date: _____ 4/22/05 Higher Supervisor or Manager: Patrick G. Spangler Title: Deputy Project Manager, Combined Arms Tactical Trainers Signature: _____ //S// Date: _____ 4/26/05						
Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria. Classification Official: James T. Blake Title: Deputy Program Executive Officer Signature: _____ //S// Date: _____ 4/29/05						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> FLSA: Exempt Drug Test: Key Position: Sensitivity: NCS Reason for Submission: New Previous PD Number: Envir. Diff: Acq Posn Category: A Acq Career Level: II Acq Special Asgmt: Career Spec – Primary: Cont Job Site: Financial Disclosure: <input type="checkbox"/> Public Financial <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager </td> <td style="width: 33%; vertical-align: top;"> BUS Code: 7777 CL: 1106 Emergency Ess: OPM Functions Code: Status: Competitive Subject to IA: Mobilization: Career Prg ID: CAPL Number: Acq Posn Type: Acq Prog Ind: Career Spec – Sec: Mobility: <input type="checkbox"/> Confidential Financial <input checked="" type="checkbox"/> Neither </td> <td style="width: 33%;"></td> </tr> </table> Citation 1: USOPM PCS for GS-0301 Series, TS-34, Jan 79 Citation 2: USOPM PCS for Administrative Analysis GEG, Aug 90 Citation 3: AWF, PDP, BLD, Federal Register, volume 64, Jan 99 Citation 4: Acquisition Demo Position Requirements Document				FLSA: Exempt Drug Test: Key Position: Sensitivity: NCS Reason for Submission: New Previous PD Number: Envir. Diff: Acq Posn Category: A Acq Career Level: II Acq Special Asgmt: Career Spec – Primary: Cont Job Site: Financial Disclosure: <input type="checkbox"/> Public Financial <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager	BUS Code: 7777 CL: 1106 Emergency Ess: OPM Functions Code: Status: Competitive Subject to IA: Mobilization: Career Prg ID: CAPL Number: Acq Posn Type: Acq Prog Ind: Career Spec – Sec: Mobility: <input type="checkbox"/> Confidential Financial <input checked="" type="checkbox"/> Neither	
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Acquisition Workforce Demo Project Position Requirements Document

I. Organization information:

Position is located in a Project Manager (PM) organization in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Position Performance Level: Project Director, NH-0301-II.

III. Duties:

Performs life cycle planning, management, and direction of assigned projects. Program plans are based on a comprehensive analysis of the requirements. Translates requirements to discrete, attainable objectives, establishes goals and milestones for tasks in support of the major project objectives. Documents the findings into the appropriate acquisition documentation. Makes decisions involving cost, schedule, and technical performance and associated trade-offs. Participates in briefings and meetings with user representatives, contractors, and Army/DoD personnel. Prepares and presents program status reviews to the PM, Senior PEO STRI Management, and higher Headquarters.

Plans, directs, organizes, controls, coordinates, reviews and approves the efforts of project support team, based upon guidance and direction from assigned supervisor, which includes engineering, logistics and support personnel. Directs the activities of contract negotiators, contract analysts, and contract support personnel assigned to the project based upon guidance and direction from higher level management, which requires application of knowledge of the Defense procurement process and Defense Acquisition Regulations as they impact to the assigned project. The project team may consist of Government and support service personnel.

Assists in resolving divergent viewpoints and for making critical decisions. Identifies improvements to established program management processes and procedures. Establishes goals and milestones for tasks in support of the project goals.

Performs financial management and control of assigned projects. Directs the activities of the program and cost analysts, based upon guidance and direction.

Supports lead Project Directors in contractor evaluation/monitoring. Responsible for determining program status to include system design compliance to specification requirements, adherence to contractor schedule, financial control and supportability.

Performs other duties as assigned.

IV. Factors:

FACTOR: 1. - PROBLEM SOLVING - LEVEL II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

FACTOR: 2. - TEAMWORK/COOPERATION - LEVEL II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

FACTOR: 3. - CUSTOMER RELATIONS - LEVEL II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations. Interacts independently with customers to communicate information and coordinate actions.

FACTOR: 4. - LEADERSHIP/SUPERVISION - LEVEL II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

FACTOR: 5. - COMMUNICATION - LEVEL II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

FACTOR: 6. - RESOURCE MANAGEMENT - LEVEL II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules.

Effectively accomplishes projects/programs goals within established resource guidelines.

Must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes

Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Knowledge of program planning and budgeting cycles

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Ability to execute projects and/or studies within established financial and time constraints

Ability to interpret and apply rules, regulations, and procedures

Ability to organize and lead teams

Ability to work cooperatively as a member of a team

Ability to identify problems and develop innovative solutions

Ability to gather, analyze, and present facts

Ability to communicate orally and in writing